

COUNTY OF KAUAI  
Minutes of Meeting  
**OPEN SESSION**

Board/Committee:		Kauaʻi Fire Commission		Meeting Date		May 2, 2016	
Location		Mo`ikeha Building – Liquor Conference Room No. 3		Start of Meeting: 2:00 p.m.		End of Meeting: 2:45 p.m.	
Present		Vice-Chair Thomas Nizo; Members: Harold (Dan) Brown, Michael Martinez, Clifton (Jimmy) Miranda (arrived at 2:07 p.m.), Chad Pacheco; Fire Department: Fire Chief Robert Westerman.  Also present: Board & Commissions Office Staff: Support Clerk Mercedes Omo; Administrator Jay Furfaro and Deputy County Attorney Mahealani Krafft					
Excused		Commissioner Mari Yokoi					
Absent							
SUBJECT		DISCUSSION				ACTION	
Call To Order		Prior to calling the meeting to order, Eddie Topenio, Assistant to the County Clerk gave the Oath of Office to new Fire Commissioner Chad Pacheco.  Vice Chair Nizo welcomed new Commissioner Chad Pacheco to the Fire Commission.				Vice Chair Nizo called the meeting to order at 2:00 p.m. with four (4) members present constituting a quorum.	
Approval of Minutes		Regular Open Session Minutes of April 4, 2016.				Commissioner Martinez moved to approve the meeting minutes. Commissioner Brown seconded the motion. The motion carried 4:0.	
Chief’s Monthly Reports & Pertinent Updates for the month of March		1. Fire Commissions Reports 2. KFC Fiscal Report 3. Daily Flight Hours and Alarm Data  Fire Chief Westerman provided an overview of his monthly reports, highlighting the recent graduation ceremony for the 26 <sup>th</sup> Recruit Class.  <u>Operations Bureau</u> Chief Westerman reported that the call loads have been steady, most of which are medical calls.				At 2:07 p.m., Commissioner Miranda entered the meeting.	

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	<p>Commissioner Martinez asked how are the personnel recognized for their outstanding work to which Chief Westerman replied that when the report comes in, a lot of times the name(s) of the individual(s) are not mentioned, but after doing the research to find out who they are, he would write them a note to thank them for their great work. In addition, he would keep a log of the individuals to help him determine who would be selected as the employee of the year.</p> <p><b><u>Budget Report</u></b></p> <p>Chief Westerman reported as of March 31, 2016, the department's total expenditures plus encumbrances for FY 2016 is at 74.97%. KFD's FY 2016 spending is on target to remain within the budget.</p> <p>Commissioner Martinez asked how many women recruits have gone through the training in the past to which Chief Westerman replied that although there are no women firefighters, there is one woman in Water Safety.</p> <p>With no further questions, Vice Chair Nizo called for a motion to accept the Chief's monthly reports.</p>	<p>Commissioner Miranda moved to accept the Chief's monthly reports. Commissioner Martinez seconded the motion. The motion carried 5:0</p>
<p><b>Business KFC 2016-01</b></p>	<p><u>Discussion on evaluating the Fire Chief based on criteria found in the Kaua'i County Charter and the Kaua'i County Fire Commission Rules of Administrative Practice and Procedure.</u></p> <p>Vice Chair Nizo stated that at the Commission's last meeting, Human Resources Director Janine Rapozo provided the Commissioners with input as to the type of form the Police Commission is using to evaluate the Chief of Police. He asked that the Commission review the proposed evaluation forms that was provided by Administrator Furfaro to see if it meets the Commission's</p>	

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	<p>needs and if they have any suggestions to make them known at today's meeting.</p> <p>Commissioner Martinez stated that based on the comments by Ms. Rapozo at the last meeting, the performance evaluation form was still in its preliminary stage and that the Commission did not have to use the form to evaluate Chief Westerman.</p> <p>Vice Chair Nizo stated that from what he understood, based on Ms. Rapozo's comments at the last meeting, the Commission could make recommendations or suggestions for changes which may be desirable to improve the draft of the performance evaluation for the appointees. He stated that in regard to community relations, he thinks it would help the Commission when evaluating the Chief on his community involvement to have a written account on all of the commendations received, as well as a list of all of the community events the department took part in throughout the year prior to evaluating the Chief.</p> <p>Chief Westerman stated that he would compile a list of all the commendations, as well as all of the community events the department took part in within the year, and submit it to the Commission prior to his evaluation.</p> <p>Administrator Furfaro commented that for those of you that have not signed up for tomorrow's training session, the Office of Boards and Commissions is having a training for evaluating the department heads who have to report to the Boards and Commissions.</p> <p>He stated that on behalf of HR, he would like to encourage the Commission to review the proposed draft performance evaluation form and submit their suggestions to HR. He stated that one particular challenge is the fact that the continuity in the review plan is measuring the appropriate pay for existing</p>	

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	<p>employees (particularly the Fire Chief) as it relates to the Salary Resolution that was recently passed. He noted that the discussion to determine the salary for the Fire Chief should be done in executive session.</p> <p>He shared that several department heads have gone without raises for the past seven (7) years and there are (4) department heads who have gone without raises for four (4) years. Relative to the Police Chief, Fire Chief, Prosecuting Attorney, and another department head whose name he cannot remember, their salaries will take effect on July 1, 2016 if the Commission decides to do a performance evaluation for that entitlement.</p> <p>Administrator Furfaro stated that the Human Resources Department would like the Commission to provide feedback on the draft performance evaluation form. He added that he would address the review process at the training tomorrow, noting that the Commission should keep in mind that the County of Kauaʻi is not a cash accounting system or on an accrual system. He added that the Human Resources Department is trying to get to the point of being able to cover financial and staffing measurements, performance, and community activities all in one consistent review.</p> <p>Commissioner Martinez asked for clarification if the discussion regarding the new evaluation process should also be held in executive session to which Administrator Furfaro replied yes.</p> <p>Administrator Furfaro indicated that by Charter, the Fire Commission can set the salary for the Fire Chief at an amount lower than stated in the ordinance, which comes in a form of resolution from the Salary Commission. He added that the training tomorrow was timed because of the late approval of the recommendations made by the Salary Commission.</p>	

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	<p>Administrator Furfaro stated that based on Chief Westerman's comments that the Commission had already done his review; that particular review does not measure the size of the increase as it relates to the new salary increase that was recently adopted by the Salary Commission and approved by Council.</p> <p>Commissioner Martinez asked if the Commission would have to hold an executive session to determine whether or not it wants to provide the Chief with the maximum salary as set by the Salary Commission or an amount lower than the cap to which Administrator Furfaro replied yes, and that the Chief's review should also be conducted in executive session and his evaluation should be completed on or before June 15<sup>th</sup>, which would give HR plenty of time to meet payroll.</p> <p>Commissioner Martinez questioned, going back to the Fire Chief's evaluation at the last meeting, didn't the Commission have a discussion on creating a new evaluation form similar to what the Police Commission is using to evaluate the Chief of Police.</p> <p>Administrator Furfaro stated that tomorrow's training will include ninety (90) minutes of how to interpret the existing forms versus the proposed forms.</p> <p>Commissioner Martinez stated that, personally, he would rather use the same form the Police Commission is using because it's specifically geared to the Fire Chief duties and responsibilities versus the form HR is proposing.</p> <p>Deputy County Attorney Tumbaga stated that although there was discussion on creating a new evaluation form similar to what the Police Commission is using to evaluate the Chief of Police, the Commission did not finalize its own review.</p>	

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	<p>Commissioner Martinez stated that he is confused as to why the Commission has to use the draft performance evaluation form when HR is in the process of obtaining suggestions for consideration from the Fire Commission.</p> <p>Vice Chair Nizo stated that he would like to request the presence of the HR Director at the Commission's next meeting on June 6, 2016 to provide insight on the use of the proposed draft performance evaluation form.</p> <p>Commissioner Miranda commented that he's concerned about the limited amount of time the Commissioners have to complete the Chief's evaluation, noting that the Commission's next meeting is on June 2<sup>nd</sup> (sic) and the deadline to complete the evaluation is on June 15<sup>th</sup>.</p>	
<b>Announcements</b>	<p>Next meeting – June 2, 2016 at 2:00 p.m. at the Mo`ikeha Building, in Meeting Room 2A/2B.</p> <p>Commissioner Miranda pointed out that according to his calendar, June 2<sup>nd</sup> falls on a Thursday, asking if that was an error. Ms. Omo apologized for the error, noting that the correct meeting date is Monday, June 6, 2016.</p>	
<b>Adjournment</b>	With no further business to conduct, Vice Chair Nizo called for a motion to adjourn the meeting.	Commissioner Miranda moved to adjourn the meeting. Commissioner Brown seconded. The motion carried 5:0. At 2:45 p.m., the meeting adjourned.

Submitted by: \_\_\_\_\_  
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
Thomas Nizo, Vice-Chair

☒ Approved as circulated on June 6, 2016.  
☐ Approved as amended. See minutes of \_\_\_\_\_ meeting.